**POONAM.372370@2freemail.com** 

**POONAM**

***Career Objective***

To achieve professional satisfaction, career progression and development by working in a learning environment that encourages my growth and enriches my experience. Aiming towards being a successful part of the organization.

***Educational Qualification***

* M.SC in Math
* P.G.D.C.A from Punjab University Chandigarh with 70% marks.
* B.ED from Punjab University Chandigarh with 72% marks.
* B.A. from Punjab University Chandigarh with 72% marks.
* 12th from P.S.E.B Mohali with 73% marks.
* 10th from P.S.E.B Mohali with 73% marks.
* M.A. Punjabi (Currently Studying).
* C-TET Qualified.

***Skills***

* Good Communication skills.
* Should be focused and willing to work for long time.
* Efficient in Microsoft Office.
* Efficient e-mailing skills.
* Motivational skills.
* Should be able to lead a team.

***Personal Detail:***

Name : Poonam

Date of birth : 12/11/1989

Nationality : Indian

Marital Status :. Married

Languages : English, Hindi and Punjabi